



## CAREER OPPORTUNITY

### ASSISTANT GOLF PROFESSIONAL

Donalda Golf & Country Club, founded in 1960, is a prestigious year-round private club that offers a high standard of social, athletic and dining facilities to our members and their families. We are located in central Toronto and accessible by TTC.

We are seeking dedicated, member service-oriented professional to join our Golf team as our **Assistant Golf Professional**. This is a **permanent full-time position with benefits** requiring shift work which includes evenings and weekends and holidays

#### POSITION SUMMARY:

Under the supervision and direction of the Head Golf Professional, the Assistant Golf Professional will perform his/her duties to help ensure the overall operation and management of the Golf Department runs efficiently and productively. The incumbent is expected to provide some management and supervision of junior golf staff and will work closely with our Merchandising Manager and Pro Shop administration coordinator to ensure member service expectations are exceeded.

#### DUTIES & RESPONSIBILITIES:

- Perform regular duties while stationed at the Pro Shop while also ensuring all process and operations is running smoothly.
- Police and control the demo club inventory and perform regular checks to guarantee accuracy.
- Provide assistance to member complaints and questions when required in a courteous and professional manner
- Supervise and manage the back-shop staff and work with our Golf Services Supervisors to ensure all staff are equipped with the knowledge and equipment to perform their job properly and efficiently
- Assist with buying and retail inventory management of the Pro Shop
- Coordinate regular communications/meetings with retail sales representatives in coordination with the Head Professional to develop plans to improve the quality of service in the Pro Shop through innovative strategies
- Attend weekly golf meetings and contribute to the golf department by providing updates regarding events, teaching, and Pro Shop.
- Work with various membership committees, including men's, ladies, and junior committees to ensure that all of their membership expectations are met.

- Assist in maintaining good communication between Pro Shop, starter, grounds and the back shop
- Assist members with booking tee times, answer questions and greet members in a friendly manner
- Ensure the Pro Shop retail environment is well presented, and inventory levels are appropriate.
- Administration of the special orders book, and coordination of purchase orders in conjunction with our Merchandising Manager and Head Professional
- Assist with club events including scoring, and prize presentation if requested by the organizer, upon completion of a golf event.
- Manage and Schedule the golf services team to align with the fixture card needs.
- Actively monitor pace-of-play conditions when on shift.
- Any number of tasks that are not listed above as required or requested

**JOB SPECIFICATIONS/ QUALIFICATION REQUIRED:**

- Completion of High School Education (Grade 12) is required
- Degree or Certificate in Professional Golf Management program is required
- Minimum 3/4 years in a Management/Supervisory position in a major golf operation preferably a private club.
- PGA of Canada Member in good standing
- Ability to comprehend departmental accounting and budgetary processes, prepare, analyze and summarize event orders
- Fluent in English (Oral & Written)
- Must be able to work under pressure and under strict time constraints
- Must be able to lift at least 25 lbs (Golf Bag)
- Well groomed, mannerly, co-operative and outwardly friendly (team oriented).
- Able to work shifts - days, evenings, weekends, and holidays

**CONTRACT TERMS**

- Benefits: Medical and Pension
- Complimentary duty meals
- Complimentary parking
- Uniform provided by the Club

**Deadline for submission: October 5, 2018**

Those individuals, who are interested in applying, please complete the Online Application form on our website at [www.donaldaclub.ca](http://www.donaldaclub.ca). Please do not send resumes without applying on our website. No telephone calls please. We thank all applicants for their interest and will only contact those selected for an interview.

Applicants who do not already have legal permission to work in Canada will not be considered.

*Donalda Club is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process*